
Delta Regional Authority

JOB DESCRIPTION

JOB TITLE: Grant & Finance Administrator

POSITION SUMMARY:

The Grant & Finance Administrator is responsible for maintaining systems and procedures for management of DRA grants and administrative expenses. Using appropriate computerized information, the Grant & Finance Administrator is responsible for tracking grants and contracts in force and communicating regularly with states and other agencies to assure timely use of Federal funds, timely closeout actions, and prompt recovery of appropriated funds. The incumbent works with the Director of Federal Programs and Director of Finance and Administration to insure appropriate project reports and actions are solicited during the grant period along with personnel policy guidance, procurement, and general accounting transactions. The position is also advises the Director of Federal Grant Program and the Director of Finance and Administration on methods to improve all grant and financial management systems.

SUPERVISORY CONTROL:

The incumbent reports to the Chief Operations Officer who provides general direction and work assignments. The incumbent should expect to function with minimal supervision in carrying out day-to-day assignments with specific guidance provided in unusual cases.

SUPERVISION EXERCISED: none at this time

QUALIFICATIONS:

EDUCATION: A minimum of a Bachelor's Degree from a four-year accredited college or University or (10) years experience in accounting.

EXPERIENCE: Certified Grant Administrator and experience with federal and or state personnel policy procedures. Experience in procurement and contracting is also a plus but not required.

Incumbent will also be willing to relocate to Clarksdale, Mississippi.

WAGE RATE: Salary is based upon salary history, education and experience.

Duties and Responsibilities

- (1) Develop and maintain a networked database on projects, including grants management data such as performance dates, grant conditions, and current status. Information will be maintained by the incumbent in a networked computer environment;
- (2) Advises the supervisor on development of grantees quarterly reporting;
- (3) Maintain reports on due dates for project actions in the post-award period to assure appropriate grantee reports are submitted according to the due dates and other grant agreement requirements are met;
- (4) Responds to staff or grantee requests for information related to Federal or DRA requirements related to specific grants and contracts;
- (5) Supports and assists program staff with resolving problems of grantees and contractors that affect timely project implementation;
- (6) Generates, but is not limited to, preparation of the following reports:
 - ☐ All pending DRA projects reflecting the number of projects by state, project data, current status, remarks
 - ☐ Projects which may be subject to the Authority's 18-month implementation rule, so the incumbent can keep States fully informed about their options to seek alternative use of funds where appropriate
- (7) Monitors execution of closeout activities, assuring prompt closeout of 214 and 302 grants, including recovery of DRA funds, when applicable. Incumbent maintains staff contacts at other agencies associated with DRA grants management.
- (8) Assist in Developing and carrying out Personnel Policy decisions.
- (9) Assist in the day to day grant disbursements with the Director of Finance and Administration.
- (10) Work with the Director of Finance and Administration to provide support in all financial responsibilities.

PHYSICAL REQUIREMENTS:

Reasonable accommodations will be made to enable individuals with disabilities to perform the following essential functions.

- (1) Audio-visual discrimination and perception sufficient to: (a) makes accurate observations; (b) read and write; (c) operate assigned equipment; and (d) communicate effectively with others
- (2) A mental capacity for: (a) sound decision-making and exercising good judgment; (b) evaluating and interpreting the implementation of DRA established rules and regulations.

- (3) A physical condition appropriate to the performance of assigned duties and responsibilities which will include but may not be limited to the following: (a) standing, walking, sitting for extended periods of time; and (b) use of hands and fingers or adaptive equipment to safely operate assigned equipment.
- (4) Ability to operate a motor vehicle; ability to obtain a valid Driver's License; and the ability to travel and potentially work odd hours while performing essential functions.

ACKNOWLEDGE OF JOB DESCRIPTION:

I have read and discussed this job description with the expectations described herein. As an employee of the Delta Regional Authority, I will perform my duties in accordance with these expectations.

Employee Signature_____Date_____

Director Federal Grant Program _____Date_____